

## **Protocol Assistant (Translator/Interpreter), FSN-08/FP-06**

The U.S. Embassy Dushanbe is seeking an individual for a full-time position of **Protocol Assistant Translator/Interpreter, FSN-08/FP-06**. The Protocol Assistant serves as one of two Protocol Assistants, researching and advising the Ambassador and other Embassy officers on all aspects of protocol, precedence, local customs and practices, and all types of official and social situations, contacts, and communications. The incumbent manages representational events, prepares guest lists and invitations, and provides background information on invitees. He/she maintains the Embassy's official record of incoming/outgoing correspondence. The Protocol Assistant serves as a back-up for the Interpreter/Translator, providing interpretation and translation services as needed between Tajik, Russian, and English.

**NOTE:** All applicants **MUST** complete **NARRATIVE SUPPLEMENTAL FORM** in order to provide detailed supporting evidence that he/she meets all of the following qualification requirements. Applicants who do not submit a completed **Narrative Supplemental Form** will not be considered for this position.

### **Qualifications required:**

1. University degree in liberal arts, international relations, linguistics, social science, or business is required.
2. One year of experience in protocol or event /project management experience is required. Three years of progressively responsible experience in interpreting and translating involving Tajik, Russian and English is required.
3. Level IV (Fluent) knowledge of written and spoken English, Tajik, and Russian is required. Language proficiency will be tested.
4. Must have comprehensive knowledge of Tajikistan's protocol guides, of the general etiquette and social mores of those aspects of the political structure and situation affecting protocol.
5. Excellent oral and written communication skills are required.
6. Excellent interpersonal skills and ability to develop and maintain access to high-level contacts in the host-government institutions, international organizations and diplomatic community are required.

Interested applicants should submit a **current resume** (curriculum vitae) plus the completed **Narrative Supplemental form** that addresses the qualification requirements listed above at:

U.S. Embassy Dushanbe  
Attn: Human Resources Office  
109-A Somoni Ave.

OR

**E-mail: Dushanbe\_Jobs@state.gov**

**The deadline for application is October 16, 2015**

Applications and documents presented become the property of the Embassy and will not be returned.  
Successful candidates, who meet the criteria for this position, will be called and invited for an interview.